



## Office Administrative Assistant (Part Time)

**Job Purpose** - The role is to assist with all aspects of office administration to help with the day to day running of the business. Supporting the Sales Team and Production Planning while keeping on top of daily duties which require high organisation skills and excellent prioritising abilities.

### The Role

- To be the “Face of the business”, answering the front door and greeting visitors
- Answering the phone, directing calls and taking messages
- Accepting parcel deliveries and opening & sorting post
- Booking in warehouse deliveries
- Filing, archiving and organisation of documents
- Paperwork and general assistance for the senior management
- Processing of sales orders
- Booking couriers and dispatching consignments
- Processing of production paperwork for the factory
- Receiving stock into the stock management system (training provided)
- Inputting data into the accounting system (training provided)
- Assisting with stock take when required
- Any other general office duties, including making teas, coffees & occasionally preparing lunches for visitors and staff.

### The Person

- Will have some previous office experience ideally
- Accuracy and attention to detail are of utmost importance
- Good level of literacy & numeracy
- Good to advanced level of Computer skills – including an understanding of Excel
- Hardworking, enthusiastic and conscientious with a flexible attitude
- A willingness to learn and adapt to any situation
- Confident communicator, in person and on the phone
- Good personal presentation

### Hours

- Monday to Friday 09:30 – 15:00

If you are interested in this position, please send your C.V. and covering letter by email to [jobs@calleva-nutrition.com](mailto:jobs@calleva-nutrition.com) or telephone Wendy Shaw on 01278 427687

